



*JUNIOR / SENIOR HIGH SCHOOL
HANDBOOK 2026-2027*

WELCOME TO THE HOME OF THE MILLEDGEVILLE MISSILES

Students and Parents,

Welcome to Milledgeville Junior/Senior High School. Whether you're just starting out or returning for another year, I want you to know this is a place where you belong and where you'll be supported every step of the way.

Our motto, "*Aimed at Achievement*," is at the heart of everything we do. We're here to guide you as you discover what excites and motivates you through meaningful learning, real experiences, and strong connections. Our goal is to help you find your passion and build the skills you need to be successful in school and in life.

This year, you'll be challenged to think critically and take charge of your learning. However, you won't be expected to do it alone. Our teachers and staff are here to support you by offering guidance, encouragement, and a listening ear whenever you need it.

While academics are a big part of your journey, some of the most meaningful growth happens outside the classroom. Getting involved is one of the best ways to make the most of your time here. Whether it's athletics, clubs, fine arts, leadership opportunities, or something entirely new, participation in extracurricular activities helps you build confidence, form strong connections, and discover new interests.

This handbook is meant to help you and your family understand how our school operates, from daily expectations to important policies and everything in between. It's a helpful resource to keep you informed, prepared, and set up for success.

If you have any questions or concerns during the school year, don't hesitate to reach out to your teachers, your counselor, or to me directly. We're all here to support you and we look forward to a great year together. Let's make it one filled with growth, discovery, and achievement.

Sincerely,



Tyler Jakse
Principal
Milledgeville Jr/Sr High School

CHADWICK-MILLEDGEVILLE COMMUNITY UNIT SCHOOL DISTRICT #399

BOARD OF EDUCATION

Mrs. Eubanks, President
Mr. Urish, Vice-President
Mrs. Bibler, Secretary
Mr. Drinkall Mrs. Engelkens
Mr. Hackbarth Mr. Rahn

ADMINISTRATION

SUPERINTENDENT

Mr. Schurmanext. 363..... tschurman@dist399.net

MILLEDGEVILLE JUNIOR / SENIOR HIGH SCHOOL PRINCIPAL

Mr. Jakseext. 224..... tjakse@dist399.net

FACULTY

TEACHER	POSITION	PHONE EXTENSION	EMAIL ADDRESS
Ms. Adolph.....	Science.....	264.....	madolf@dist399.net
Mr. Parks.....	Agriculture	247.....	jparks@dist399.net
Mrs. Jordan	Art	350.....	ajordan@dist399.net
Mr. Folk.....	Physical Education/Health/Dr.Ed.....	352	kfolk@dist399.net
Mrs. Swalve.....	Mathematics	241.....	aswalve@dist399.net
Mr. Caravia.....	Physical Education	244.....	acaravia@dist399.net
Ms. Katschke.....	Instrumental Music	260.....	skatschke@dist399.net
Ms. Larson.....	English	237.....	llarson@dist399.net
Mrs. Moe	Social Studies	234.....	hmoe@dist399.net
Mrs. Blasing	Home Economics.....	242.....	mblasing@dist399.net
Mrs. Read.....	Spanish	230.....	tread@dist399.net
Mrs. Richter	Library Coordinator.....	290.....	lrichter@dist399.net
Mrs. Pauley.....	English/Chorus	233/258.....	tpauley@dist399.net
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Miss Faber.....	Resource Room	243.....	cfaber@dist399.net
Mr. Wroble	Social Studies	235.....	jwroble@dist399.net
Mr. Dublo.....	Social Studies	231.....	ddublo@dist399.net
Mrs. Mitchell.....	English	236.....	kmitchell@dist399.net
Mrs. Martin	Science	243.....	lmartin@dist399.net

STAFF

TEACHER	POSITION	PHONE	EMAIL
		EXTENSION	ADDRESS
Mrs. Tarbill	Secretary	221	atarbill@dist399.net
Ms. Mertz	District Secretary	259	jmertz@dist399.net
Mrs. Promenschenkel	Bookkeeper	362	apromenschenkel@dist399.net
Mrs. Robinson	Nurse	226	krobinson@dist399.net
Mr. Leech	Head of Maintenance	267	kleechee@dist399.net
Mr. Hernandez	Technology Coordinator	245	ehernandez@dist399.net
Mrs. Dodd	Cafeteria	246	edodd@dist399.net

EQUAL EDUCATIONAL OPPORTUNITIES AND SEX EQUITY

Chadwick-Milledgeville CUSD #399 provides equal educational and extracurricular opportunities to all students regardless of race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, immigration status, status as homeless, order of protection status, actual or potential marital or parental status (including pregnancy), or any other legally protected characteristic. No student shall be denied access to programs, activities, services, or benefits, or limited in the exercise of any right or privilege on the basis of sex or gender identity.

Concerns or questions about equal opportunity or sex equity may be directed to Chadwick-Milledgeville CUSD #399 administration at (815) 225-7141.

SUICIDE PREVENTION

National Suicide Prevention Lifeline - #1-800-273-8255

or text the Crisis Text Line (text HELLO to 741741).

You're Not Alone - Help is Available

AWARENESS AND PREVENTIONS OF CHILD SEXUAL ABUSE, GROOMING BEHAVIORS, AND BOUNDARY VIOLATIONS

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the district's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling “down”
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students’ ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says “no”
- Engaging in touching that a student or student’s parents/guardians have indicated is unwanted
- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student’s health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional

- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

EMPLOYEE CODE OF PROFESSIONAL CONDUCT

Chadwick-Milledgeville CUSD #399 is committed to maintaining a safe, respectful, and professional learning environment for all students. In accordance with State law and Board Policy 5:120, the District has adopted an Employee Code of Professional Conduct to establish clear expectations for appropriate staff behavior and professional boundaries with students. The Code outlines prohibited conduct, including grooming behaviors, sexual misconduct, and other violations of student trust, and ensures that all employee interactions with students reflect the highest ethical standards. Students, parents, or guardians who have concerns about staff behavior are encouraged to report it to the Building Principal, Superintendent, or the District's Title IX Coordinator. A full copy of the Employee Code of Professional Conduct is available in the board policy manual on the District website or may be requested from the Superintendent's office.

RESTRAINT AND TIME OUT (RTO)

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s)

CLASSROOM EXPECTATIONS

The following expectations apply to all students for each class at Milledgeville High School.

1. Bring fully charged laptop, textbook, notebook paper, pen or pencil, and other necessary materials to class. Coming to class unprepared may result in a tardy.
2. Be an active participant in the classroom by taking notes, listening well, and taking part in discussions.
3. When provided study time, use this time effectively and understand the assignment before leaving the class.

DAILY SCHEDULE

We wish to remind parents and students that the school building is not open before 8:00 AM, at which time school employees will enable students to enter through the main entrance, door #4 at the front of the building, or the bus entrance at door #8. Students arriving after 8:10 AM, need to enter through the secure Main Entrance and go directly to the school office. All other exterior doors are locked from the outside on a permanent basis during the school day to enhance safety and security. The foyer at the Main

Entrance listed above will be locked at 4:00 PM when there are not public activities taking place at the school. Below is the bell schedule for normal school days. This will vary for early dismissals.

Class	Begin	End	Minutes
Homeroom	8:10	8:32	22
1st Hour	8:35	9:18	43
2nd Hour	9:21	10:04	43
3 rd Hour	10:07	10:50	43
JH Lunch	10:50	11:20	30
JH 4 th Hour	11:23	12:06	43
HS 4 th Hour	10:53	11:36	43
HS Lunch	11:36	12:06	30
5 th Hour	12:09	12:52	43
6 th Hour	12:55	1:38	43
7 th Hour	1:41	2:24	43
8 th Hour	2:27	3:10	43

SCHOOL DISMISSAL AND BUS TRANSPORTATION TIMES

REGULAR ROUTE

Regular route AM buses will drop off their students at Milledgeville school by 8:00 a.m.

Chadwick residents will be assigned one of three bus stops in town: Handle Park, Lutheran Church across from DMV, or the Community Building.

CURRICULUM

In its broadest sense, the curriculum of a school includes all the organized activities of the school. It includes the subjects in which students are enrolled and the school organizations and activities in which students take part. These various subjects and activities are grouped together to form a pattern as responsive as possible to students' educational needs and interests.

The required credits in the basic curriculum are those through which the school attempts to meet some of the common educational needs of all students. The elective credits may be made up of courses for college entrance or the development of an appropriate skill to prepare the student for an immediate vocation.

GRADUATION

All graduates will be expected to wear the traditional cap & gown at the graduation ceremony. Any deviation must receive prior approval from the Board of Education.

Any student who does not meet Milledgeville High School graduation requirements will not be allowed to participate in the graduation ceremonies.

EARLY GRADUATION

Any student who wishes to graduate from Milledgeville High School in less than eight semesters must present an application to the board of education. This application must be completed and submitted to the high school principal by **October 1**. Also, students that opt to graduate at the end of seven semesters forfeit any offices held, positions on athletic teams, and involvement in other

activities including prom. All early graduates will be allowed to participate in the graduation ceremonies and will not receive their diploma until that ceremony.

GRADUATION REQUIREMENTS (Incoming high school freshmen in 2025 and future years)

The School Board determines high school graduation requirements that will provide each student ample opportunity to achieve the purpose for which the school district exists and that meet the minimum graduation requirements contained in State law. Unless otherwise exempted, each student must successfully accomplish the following to graduate from high school:

1. Complete all courses as provided in the school code.
2. Complete all minimum requirements for graduation as specified by Illinois State Board of Education.
3. Complete all District course requirements. Each student shall successfully complete 28 academic credits, including the following specific credits:

Subject	Credits
ENGLISH	4
SCIENCE	3
MATHEMATICS	3
US HISTORY	1
SOCIAL SCIENCE**	1
PE	3 ½
HEALTH	½
SPEECH	½
WRITING/RESEARCH	½
DRIVER'S EDUCATION	½
GOVERNMENT	½
CONSUMER ED	½
ELECTIVES	10
TOTAL	28

**Social Science credits must be divided in the following manner:

½ credit in Psychology I/II or Sociology I/II

½ credit in World History, Economics, or Geography

Physical Education waivers will only be granted as per board policy to students who are juniors and seniors. If a student opts to waive PE they must take a class in its place.

1. Complete the Free Application for Federal Student Aid (FAFSA) or complete waiver.
2. Pass the US & Illinois Constitution Tests.
3. Take the state administered SAT exam

GRADUATION REQUIREMENTS (Students enrolled in high school prior to 2025)

The School Board determines high school graduation requirements that will provide each student ample opportunity to achieve the purpose for which the school district exists and that meet the minimum graduation requirements contained in State law. Unless otherwise exempted, each student must successfully accomplish the following to graduate from high school:

1. Complete all courses as provided in the school code.
2. Complete all minimum requirements for graduation as specified by Illinois State Board of Education.

3. Complete all District course requirements. Each student shall successfully complete 26 academic credits, including the following specific credits:

Subject	Credits
ENGLISH	4
SCIENCE	3
MATHEMATICS	3
US HISTORY	1
SOCIAL SCIENCE**	1
PE	3 ½
HEALTH	½
SPEECH	½
WRITING/RESEARCH	½
DRIVER'S EDUCATION	½
GOVERNMENT	½
CONSUMER ED	½
ELECTIVES	8
TOTAL	26

**Social Science credits must be divided in the following manner:

½ credit in Psychology I/II or Sociology I/II

½ credit in World History, Economics, or Geography

Physical Education waivers will only be granted as per board policy to students who are juniors and seniors. If a student opts to waive PE they must take a class in its place.

4. Complete the Free Application for Federal Student Aid (FAFSA) or complete waiver.
5. Pass the US & Illinois Constitution Tests.
6. Take the state administered SAT exam

DISTANCE LEARNING/DUAL CREDIT

The following guidelines will be followed at Milledgeville High School when considering a distance learning/dual credit course:

1. No distance learning/dual credit course will be offered if it appears to be a duplicate of a course offered concurrently at Milledgeville High School.
2. No distance learning/dual credit course will qualify as a class required for graduation at Milledgeville High School except in situations to resolve a scheduling conflict.
3. Courses offered as a distance learning/dual credit course will be considered a part of the formal curriculum of Milledgeville High School. This means that these courses will count toward a student's athletic eligibility, class rank and grade point average.

The following guidelines will be followed by the students when considering taking a distance learning/dual credit course:

1. Distance learning/dual credit will be open to Juniors and Seniors only.
2. Approval of the student's parents, school counselor and principal will be required prior to registering for a distance learning/dual credit course.
3. Students may be limited to the number of distance learning/dual credit courses they may take.

4. There will be no release time given to a student who is taking a distance learning/dual credit course. This means if a distance learning course is offered before or after school, this course will be taken in addition to the regular class load a Milledgeville High School Student takes. Upon permission of the principal, a dual credit student may be given permission to take dual credit courses at a local community college during the school day.
5. Grades earned in a distance learning dual credit class will count towards a student's grade point average, class rank and eligibility for extra-curricular activities.
6. Students will be allowed to take up to 12 credit hours (4 courses) of dual credit, with emphasis this should take place during the senior year (August-May). The cost for these courses will be paid by the student. Students enrolled in the Sauk Academy or dual credit programs through the Whiteside Area Career Center are exempt from this guideline.

CREDIT RECOVERY/CORRESPONDENCE PROGRAMS

All correspondence or credit recovery to be applied toward graduation must be approved and supervised by the High School Principal. Credits earned in night school, summer school, other high schools, colleges, or any other deviation to this policy will be evaluated by the High School Principal on an individual basis regarding meeting requirements for graduation. Special requests for consideration must be made prior to enrollment. No more than one credit of correspondence or college credit will be accepted to meet graduation requirements without special approval of the Board of Education.

JR. HIGH SCHOOL RETENTION

Students in grades 6-8 are subject to retention if one of the following criteria are met:

1. Earn a failing average grade for the school year in two of the five core classes (Literature, Language, Math, Science, and Social Studies)
2. Chronically Absent from school (18 or more days absent from school either excused or unexcused)
3. Truant (9 or more days unexcused absences)

SEQUENCE OF REQUIRED COURSES

<u>Freshman</u>	<u>Sophomore</u>	<u>Junior</u>	<u>Senior</u>
English 1	English 2	English 3	English 4
Biology	Biology	Science Elective	Consumer Education
Math Elective	Math Elective	Math Elective	Government
Tech/Research writing	Speech	US History	Physical Education
Physical Education	Health	Physical Education	
Drivers Education	Physical Education		

PHYSICAL EDUCATION PARTICIPATION AND EXEMPTIONS

Students are expected to participate in physical education as part of the required curriculum. However, exemptions may be granted under specific medical or religious circumstances in accordance with state law and district policy.

Students who are unable to participate in physical education due to a physical disability must present medical documentation each school year. This documentation must include a signed statement from a healthcare provider licensed under the Illinois Medical Practice Act that confirms the medical reason for the exemption. Students excused from physical education for medical reasons are required to make up the credit by enrolling in approved academic courses. For a list of available options, please consult the district curriculum guide.

Students may also be excused from physical education for religious reasons. This requires a signed statement from a member of the clergy that supports the request for exemption based on religious beliefs. In addition, students observing a religious fast may be excused from participating in the physical activity components of physical education during the fasting period. This exemption may be granted upon written notice from a parent or guardian and does not require additional documentation.

If a student is to be excused from PE, the student must bring a note signed by the parent, stating the reason and date. A note from the parent will excuse the student from PE for 1 day only. If a student must be excused from PE for more than 1 day at a time, a note, signed by the doctor, may be required. Students who are excused from PE for an extended period may be required to complete written work in place of physical participation.

Students choosing not to participate in daily activities will receive a zero for the day. After 3 are accumulated the student will receive a detention for each additional day of non-participation. A student may opt out of PE if they are participating in a sport if they are a Junior or Senior, have met the graduation requirement, or if they have an academic conflict which cannot be remedied. An academic class must be substituted for the PE class.

COLLEGE PREPARATORY STUDENTS

Students who are considering attending college should plan their high school courses early, keeping college requirements in mind. While it is not possible to give the detailed curricular requirements of multiple colleges, the following should serve as a beginning guide:

English - 4 Yrs	Mathematics - 3-4 Yrs
Foreign Language - 2 Yrs (recommended)	Social Science - 3-4 Yrs
Lab Science - 3-4 Yrs	

Some schools do have specific course requirements. They do require graduation from an accredited high school and use other factors for admission.

Students should contact the school counselor for the admission requirements of specific schools.

NATIONAL HONOR SOCIETY

Students must maintain a cumulative grade point average of 3.5 or higher to be eligible for consideration for the National Honor Society (NHS). A cumulative grade point average of 3.5 must also be maintained to remain a member in good standing.

Eligible students will be invited to complete the NHS application process. The application includes documentation of service, leadership experiences, character reflections, staff evaluations, and an interview. Applications will be reviewed using an established selection rubric aligned with the four pillars of the National Honor Society: Scholarship, Leadership, Service, and Character. Students who meet the established selection criteria will be offered membership.

Applicants who are not initially selected may appeal the decision through the NHS appeals process outlined by the school.

All NHS members are required to complete at least one service project each year. Service projects other than the school-sponsored project must receive prior approval from the NHS sponsor. Students who fail to uphold NHS standards or the school code of conduct may be subject to disciplinary action, including removal from the organization.

WHITESIDE AREA CAREER CENTER (WACC)

Attendance at WACC is a privilege offered to students seeking specific vocational training. For students to be eligible to attend, the student:

1. Must not have failed any required subjects.
2. Must not be deficient more than one-half (1/2) credit.
3. Must not possess a previous history of suspension(s) or expulsion(s).
4. Must not have absences/tardy in excess of 10 days within the previous school year.
5. Must have junior or senior status.
6. Must meet all other prerequisites as determined by WACC for acceptance in a given area.
7. Must have the approval of parents, counselor, and principal.

****Students who do not meet the requirements outlined above may be considered on an individual basis.**

Students attending WACC must follow all rules and regulations of the High School and the Career Center. Further:

1. A student who misses the WACC bus is to report to the office for the duration of the WACC class period. DO NOT drive yourself without permission of the principal.
2. To receive permission to drive to WACC. A student must first obtain a driving pass from either WACC or the Milledgeville High School office. A parent must first give permission through signing the pass and an acceptable reason must be stated.

The principal will then sign the pass granting permission. Acceptable reasons for a student to drive to WACC include but are not limited to doctor's appointment, funeral, or a function at WACC.

3. Any student who misses the WACC bus two (2) times during the year may receive an after-school detention. Any further misses may result in being dropped from the program.
4. All students attending WACC shall use only the transportation provided by the district.
5. Students attending WACC will follow the WACC calendar and daily schedule, except for Spring Break, during which they will follow the Chadwick-Milledgeville CUSD #399 calendar. As a result, students may be required to attend WACC on days when Milledgeville High School is not in session. District transportation will continue to be provided on these days. However, In case of bad weather, and MHS is closed, students will not attend WACC.
6. Any violation of the MHS BUS CODE will result in appropriate disciplinary action. Any activity, whatsoever, which is considered to have compromised the safety of transport will result in suspension not to exceed ten (10) days and/or, recommendation for expulsion.
7. When sharing transportation with Eastland High School, MHS students are subject to the rules and guidelines outlined in Eastland's transportation policy.
8. Students will not be allowed to go to their cars upon returning to MHS from WACC. Students who go to their cars without permission will face disciplinary action.
9. If a student misses 10 days of WACC once enrolled, they will be removed from the program and placed in a study hall or a course selected by the administration.

DROPPING AND ADDING CLASSES

Students will have until the announced date to add/drop classes. Procedure for dropping or adding courses is as follows:

1. Obtain a schedule change authorization from the counselor.
2. Get appropriate teachers' signatures.
3. Obtain parent/guardian signature.
4. If approved, report to new classes the next day.
5. Students who fail to turn in add/drop sheets prior to the deadline may not be allowed to change classes.

WITHDRAWAL FROM SCHOOL

Students who wish to withdraw from school should report to the office to receive the proper form for withdrawal, and have it signed by the parent and all teachers, indicating that the student is free of any obligations for each course. All school equipment and materials should be turned into their respective teacher and all fines and damage charges paid before the student leaves school. Students planning to enroll in another school should leave written parental permission in the office to send their records to the new school.

INCOMPLETES

If a student suffered a prolonged illness, injury, etc., the student may be granted additional time by the teacher and/or principal. If an excused absence occurs at the end of a nine-week grading period, then the incomplete has to be made up according to the homework policy.

SEMESTER EXAMINATIONS

At the conclusion of each semester, cumulative semester examinations will be given in each class. The exam schedule will be posted prior to exams. Students who miss exams must take exams at the designated time for make-ups or will receive a grade of zero for the exam. Any exemptions are forfeited if a student has an unexcused absence, is failing the class, or has been suspended.

MAP Test Final Exam Exemption Policy

Students can earn final exam exemption tickets by meeting all the following criteria on their MAP tests:

1. Show individual growth on the MAP test, OR score at or above the 61st percentile
2. Not be flagged for rapid guessing above 5%

Students can earn up to three exemption tickets per semester based on the number of MAP tests passed:

- 1 qualifying test = 1 ticket
- 2 qualifying tests = 2 tickets

- All 4 qualifying tests = 3 tickets

To use an exemption ticket, students must:

- Turn in their ticket to staff by the announced deadline
- Maintain a C or higher average in the class for that semester
- Not use an exemption ticket in the same class for both semesters

Timeline

- Winter MAP test - Tickets applied to 1st semester final exams
- Spring MAP test - Tickets applied to 2nd semester final exams

Administration and teachers reserve the right to:

- Analyze Fall MAP test data if a student appears to have not taken a test seriously or purposely scored lower
- Require the student to retake their MAP test, OR revoke the student's eligibility for the exemption incentive

SEMESTER GRADE

A semester grade is calculated as follows:

45	1 st nine weeks grade
45%	2 nd nine weeks grade
10%	semester exam
100%	semester grade

ACADEMIC INTEGRITY AND ARTIFICIAL INTELLIGENCE (AI)

Students are expected to complete all assignments, assessments, and academic work honestly and independently unless otherwise authorized by the teacher.

Artificial Intelligence (AI) refers to computer systems that can generate text, images, videos, code, or other content. Examples include ChatGPT, Google Gemini, and similar AI-powered tools.

AI may be used as a learning resource only when specifically authorized by a teacher or administrator. Students may not use AI to complete, generate, or substantially assist with assignments, assessments, projects, or other coursework unless permission has been granted.

The following are examples of prohibited AI use:

- Submitting AI-generated work as original student work.
- Using AI to complete essays, assignments, or written responses.
- Using AI during quizzes, tests, or examinations.
- Using AI to solve problems or answer questions intended to assess student learning.
- Copying or paraphrasing AI-generated content without teacher authorization.
- Using AI to create multimedia, presentations, images, videos, or other projects unless specifically permitted by the teacher.
- Using AI to create, distribute, or assist in the creation of false, misleading, or harmful content.

This list is not exhaustive. Additional uses of AI may be considered violations of this policy based on the circumstances and the expectations established by the teacher.

The district reserves the right to use plagiarism detection software, AI-detection tools, and other methods to review student work. Unauthorized use of AI will be treated as academic dishonesty. Students found in violation of this policy may receive a zero on the assignment or assessment, be required to redo the work, and/or be subject to additional disciplinary consequences. Parents/guardians will be notified of violations.

GRADING SYSTEM

The grading system used in each class will be as follows:

A – 100-93
B – 92-85
C – 84-77
D – 76-70
F – 70 and Below

Recorded grades for each quarter and final grades shall be given a point value according to the following scale:

A - 4 points
B - 3 points
C - 2 points
D - 1 point
F - 0 points

A plus (+) or minus (-) may be added to a grade as an informational device for the students and parents; however, it will not affect the grade point average (GPA).

A grade point average (GPA) will be computed for each quarter. The final GPA for a semester will be computed as an average of both quarters and the semester exam. The cumulative GPA will be computed as an average of all semester GPA's.

Any student who fails a required course must repeat that course or an approved substitute within the next year. Approval may be obtained through the school counselor with the final approval of the High School Principal.

If a student fails an elective course, provisions must be made to make up the credit; however, the student does not necessarily have to repeat that same course.

WEIGHTED CLASSES

The following college-prep and honors classes will be given an additional honor point for the purpose of computing grade-point average and class rank for students earning a grade of A, B, C, or D. Grades of F will not receive an additional honor point.

The following classes are weighted: Physics, Calculus, Honors English 1, 2, 3, and 4, Honors United States History, Honors Government, Honors Biology, and Spanish 4.

Students enrolled in Sauk Valley Community College's Sauk Academy, CollegeNOW, or other dual credit programs may receive weighted credit for coursework that is determined to be equivalent in rigor and content to a weighted course offered at Milledgeville High School.

HONOR ROLL

Academic and attendance honor rolls will be figured at the end of each 9-week grading period and at the completion of each semester.

HIGH HONORS

To receive this honor, students must achieve a 4.0 GPA

HONORS

To receive this honor, students must achieve a 3.5 GPA

HONORABLE MENTION

To receive this honor, a student must achieve a 3.0 GPA

PERFECT ATTENDANCE HONOR ROLL

To receive this honor, students must have perfect attendance during the grading period.

VALEDICTORIAN-SALUTATORIAN AWARDS

The Valedictorian Award is given at Commencement to the senior student with the highest cumulative grade point average and thus the highest class rank after eight semesters. If two or more students take all the weighted classes offered and receive the same grades in each of those classes, they will all be named valedictorian.

The Salutatorian Award is given at Commencement to the senior student with the second highest cumulative grade point average and thus the second highest class rank after eight semesters except that in the case of co-valedictorians, the senior student with the next highest cumulative grade point average will be honored as salutatorian regardless of class rank.

ATTENDANCE

ATTENDANCE POLICY

The process of education requires participation, learning experiences, and study to reach the goal of maximum educational benefits for each individual student. The school cannot reach or teach students who are not present. If the student is absent, the benefit of regular classroom instruction is lost and cannot be entirely regained. On the practical level, student attendance is required by law, but on a more personal level, dependability is a trait admired and rewarded by society in general and thus is a value that schools should nourish. A poor attendance record is cause for concern because there is a strong relationship between attendance and academic progress in school. The problem also extends into adulthood, as job absenteeism is a growing problem to the business and professional world. The school may try all efforts to require a student to be present at school, but it is ultimately the parents' responsibility to teach their child that attending school is a necessity. We ask that all parents take this responsibility very seriously.

Students must be in attendance a full day on the day of the activity to be eligible to attend extra-curricular events that evening unless the principal gives prior consent.

Students must report to school prior to the start of fifth period to participate in practice. Exceptions to the rule will be up to the discretion of the principal and prior consent is required.

Students who are absent more than four times during any quarter of the school year may be required to attend a conference with the principal. The conference would be with the parents to examine and review the student's history and reasons for absences. Students may be required to provide a doctor's verification if their absences for illness are near or exceed four absences during any quarter of school. If a doctor's note is asked for and not received, the student's absence will be unexcused. The school will work with the student and parents in these situations to encourage regular daily attendance, however, it is ultimately the parents' responsibility.

The school is trying to teach the student dependability and to accomplish this goal the school **MUST** know the reason why a student is absent or late. We request that parents state the specific reason a student is absent; not "needed at home" or "personal".

Parents have the right to keep their child home from school without giving the school a reason, but the school also has the right to determine whether an absence is excused or unexcused. **Students who are absent without reason will be unexcused from school.**

ABSENCE PROCEDURES

Parents are requested to call the office to report the reason that their son or daughter is unable to attend school that day. The phone number is 225-7141. The school has an automated answering service so parents may call at any time and leave a message as to why their child is not in school. The school will contact the parent at home or at work if the parent has not notified the school of the student's absence that day. **IF A PARENT DOES NOT CALL THE SCHOOL BY NOON THE DAY AFTER A STUDENT IS ABSENT, THE ABSENCE WILL BE UNEXCUSED.**

The student must bring a written statement signed by the parent stating the date and reason for the absence, unless parent contact has been made by phone.

BACK TO SCHOOL GUIDELINES FOR COMMON CHILDHOOD ILLNESSES

- **CHICKEN POX:** Cases must be excluded from school for not less than five days after the eruption of the last vesicles (blisters) even if the case is very light or until all vesicles are dry in more severe cases.
- **PINK EYE:** May return to school 24 hours after treatment with proper antibiotics.
- **STREP THROAT:** May return to school 24 hours after the start of treatment with antibiotics.
- **FEVER:** May return when temperature has been normal for at least 24 hours without the use of fever reducing medications such as Tylenol.
- **VOMITING OR DIARRHEA:** May return when symptoms have been gone for 24 hours.
- **HEAD LICE:** May return after treatment with proper pediculicide shampoo. Proper washing and drying of all clothing, coats, hats and bedding are necessary. After treatment, students must be checked by the school nurse prior to returning to class. More information is available from the school nurse.
- **SCABIES:** May return 24 hours after the start of treatment.
- **IMPETIGO:** May return 24 hours after the child has been treated with proper medication.
- **OPEN WOUNDS:** All open wounds must be covered.
- **RASHES:** Undiagnosed rashes may require a physician's note.
- **COVID-19:** Student must obtain a doctor's release stating they can return to normal school activities.

EXCUSED ABSENCES

1. Student illness
2. Serious illness in immediate family
3. Death in family
4. Medical, dental, or legal appointments that cannot be arranged outside of school time. Any student absent from school due to a doctor or dentist appointment must, upon returning to school, bring a written statement from the doctor or dentist's office with the time and date of their appointment.
5. Emergency situations or other reasonable parental requests, as determined by the principal.
6. Observance of religious holidays.

Students absent 3 or more consecutive days will be required to submit a doctor's release form to the school.

Parents are encouraged to request a student's homework when they call the school to report their child's absences. Arrangements can be made to send the homework home with a sibling or other relative.

Every effort should be made by the student to complete the homework.

HOMEWORK, MAKEUP WORK, AND LATE ASSIGNMENTS

IT IS THE STUDENT'S RESPONSIBILITY TO OBTAIN ANY HOMEWORK THAT IS MISSED DURING AN ABSENCE.

Students are expected to complete all assigned work on time. This policy outlines expectations for makeup work due to absences and late submissions unrelated to absences. It is designed to promote responsibility, support academic growth, and encourage communication between students, families, and teachers.

Excused Absences and Makeup Work: When a student has an excused absence, it is their responsibility to obtain and complete any missed assignments. Students will be given the same number of school days as the number of days absent to complete their work without penalty (example: 3-day absence = 3 days to make up work). Parents and students are encouraged to email teachers as soon as possible to request assignments. Students should communicate with their teachers if they need clarification or support while completing missed work.

Late Work (Non-Absence Related): All assignments are expected to be turned in on the assigned due date. Students should plan ahead and manage their time wisely. However, if an assignment is turned in late (for reasons other than excused absences), the following guidelines apply:

- **Late Work Window:** Late work will be accepted for up to five (5) school days after the original due date. After this window, the assignment will receive a zero unless extenuating circumstances are approved by the teacher or administration.

Grade Deductions for Late Work:

1 day late: up to 10% deduction

2–3 days late: up to 20% deduction

4–5 days late: up to 30% deduction

More than 5 days late: not accepted (unless otherwise approved)

- Chronic Late Submissions: Repeated failure to submit work on time may result in a parent/guardian contact, a student-teacher conference, or referral to academic support services.
- Academic Integrity: Work that is plagiarized or copied will receive a zero and may result in disciplinary action, regardless of when it is submitted.
- Student Support: Students struggling with deadlines are encouraged to speak with their teacher as early as possible. Tutoring or additional support may be available. Teachers will provide feedback on late work, though it may be limited compared to on-time submissions.

PRE-ARRANGED ABSENCES (EXCUSED)

IT IS THE STUDENTS' RESPONSIBILITY TO OBTAIN ANY HOMEWORK THAT WILL BE MISSED DURING A PRE-ARRANGED ABSENCE. If it is known in advance that the student will be absent for any length of time and for any reason, the parent is to contact the principal prior to the absence. After talking to the principal, the students should get his/her assignments from their teachers. All work is expected to be turned in three (3) days after his/her return to school. Reasonable parental requests as determined by the principal will constitute an excused absence.

Students are allowed 1 excused absence for the purpose of hunting. Students must provide the office with a copy of a hunting tag for the absence to be excused.

College visitation day(s) for juniors and seniors:

- The student must be current in all assignments and not failing in any subject.
- Prior to taking the visitation day, the student will obtain a College Visitation Day form from the guidance office.
- This form will be completed, specifying the name of the college being visited, the date and time of the appointment and the name and telephone number of the college representative that the student will be seeing, and signed by the student's parent or guardian.
- The form should then be brought to the office for approval of the planned visitation.
- The student will then take this form with him/her and obtain the signature of the college representative.
- Upon returning to MHS, the student will return this form to the high school counselor.
- The absence will be listed as unexcused until this form, completed and signed as specified above, is turned in. The student is responsible for making up any tests and/or daily work missed prior to his/her absence.

UNEXCUSED ABSENCES

The following are examples of unexcused absences.

- | | |
|--|---|
| 1. Suspension | 7. Oversleeping |
| 2. Truancy | 8. Job hunting |
| 3. Leaving school without notifying the office | 9. Babysitting |
| 4. Shopping | 10. Senior Pictures |
| 5. Working | 11. Any other absence not covered in the excused absence section. |
| 6. Hair appointments & nail | |

Students are responsible for obtaining and completing all assignments missed during an unexcused absence. Assignments completed for days missed due to an unexcused absence may earn no more than 80% credit. In addition, the district's Late Work policy will apply to all makeup work submitted following an unexcused absence.

Students will have one (1) school day to complete and submit makeup work for partial credit, regardless of the number of consecutive unexcused absences. For example, if a student is unexcused on Tuesday and Wednesday, assignments will be provided upon the student's return on Thursday and will be due on Friday.

In-class activities, discussions, laboratories, presentations, participation-based assignments, or other learning experiences that cannot reasonably be replicated may receive a zero and may not be made up.

Any student who accumulates one (1) unexcused absence will have a notification sent home to parents/guardians. After two (2) unexcused absences, the Regional Office of Education Truant Officer may be notified. After three (3) unexcused absences, the student's parents/guardians may be required to attend a conference with the principal.

Students who are truant may be subject to disciplinary action and/or referral to the Regional Office of Education for truancy intervention services.

TRUANCY

Chadwick-Milledgeville CUSD #399 considers students truant after two (2) unexcused absences or any absences that exceed 5% of the school year. If a student reaches either the R.O.E will be notified and Truancy Protocol will be initiated.

Carroll County Truancy Protocol

Introduction: In the State of Illinois, minors between the ages of six (6) years and seventeen (17) years of age are subject to compulsory school attendance. Therefore, all children of these ages in the State of Illinois shall attend a public school within the district wherein the child resides the entire time that school is in regular session. (105 ILCS 5/26-1). There are three primary entities which are responsible for enforcing the compulsory education law and for addressing the issue of truancy in this State. Those three entities are 1) the individual school districts, 2) the Regional Office of Education, and 3) the Juvenile Court. The purpose of this protocol is to ensure that each of those entities understands its responsibilities, as well as those of the other entities, in order to achieve the best possible outcomes in addressing truancy in Carroll County.

PART A: SCHOOL DISTRICT RESPONSIBILITIES

- A. School districts are mandated by statute to adopt policies consistent with rules developed by the State Board of Education to address the issue of truancy within their district (105 ILCS 5/26-13).
- B. School officers and teachers must assist the truancy officer or truancy specialist in gathering information regarding the student and his/her attendance. (105 ILCS 5/26-9).
- C. Definitions of: a) "truant" - a child subject to compulsory school attendance who is absent without valid cause; b) "valid cause" for absence-illness, observance of religious holiday, death of immediate family member, family emergency, and other such situations beyond the control of the student or family as determined by the Board of Education or such other circumstances
- D. related to the safety or health of the child; c) "chronic or habitual truant" - a child subject to compulsory school attendance who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days; d) "truant minor" - a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been offered and refused, (105 ILCS 5/26-2a).
- E. The school district is responsible for making a good faith effort to notify the parent/custodian of a student who is absent without valid cause. (105 ILCS 5/26-3b).
- F. A report of non-attendance shall also go to the Regional Superintendent of Schools who shall notify the truant officer or truancy specialist of the situation.
- G. No punitive action, including out of school suspensions, expulsions, or court action, shall be taken against chronic truants unless available supportive services such as tutoring, counseling, testing for special education, a referral to the TAP program, or other remedial resources have been provided to the student.

PART B: REGIONAL OFFICE OF EDUCATION/TRUANCY OFFICER RESPONSIBILITIES

After notice given to the truancy officer or truancy specialist by the Regional Superintendent, the truancy officer or truancy specialist shall begin an investigation into all truancy or non-attendance cases. (105 ILCS 5/26-5)

- A. At two (2) unexcused absences, the truancy officer or truancy specialist shall begin the intervention process with the student and family.
- B. If the intervention is unsuccessful, at three (3) unexcused absences, the student and family shall be given the Notice of non-compliance. Said notice shall state the following:
 - 1. The date that attendance at school must commence; and
 - 2. That said attendance must be continuous in the school district during the remainder of the school year. The teacher or principal of said child shall be notified that the statutory notice has been given and shall advise the truancy officer or truancy specialist of non-compliance. (105 ILCS 5/26-7).
- C. After the notice outlined in paragraph 3 above has been given, the Regional Superintendent of Schools or his/her designee shall determine compliance with said notice. If three (3) compliance notices have been given and the parent/custodian has knowingly and willfully allowed the truant behavior to continue, the Regional Superintendent of Schools or his/her designee shall conduct a truancy hearing. (105 ILCS 5/26-8). However, if one such Notice has been given to the parent of a child who is 11 years old or younger and the child has one more unexcused absence after the Notice has been served upon the parent, the ROE shall notify the State's Attorney's Office and provide documentation of having served the Notice upon the parent and of the child's unexcused absences. The State will consider filing a complaint against the parent of the child (or person having control of the child) for Permitting a Child to be Truant, in violation of 105 ILCS 5/26-10, which is a Class C misdemeanor. Initial sanctions should be geared toward gaining the parent's compliance, which could include placing the parent on conditional discharge and requiring the parent to report in to the attendance office with the child at the beginning of each school day.
- D. If, as a result of said hearing, the Regional Superintendent of Schools or his/her designee determines that the minor is truant, he or she shall, if the student is age appropriate, require the student to perform 20 to 40 hours of community service hours over a ninety (90) day period. If the truant behavior persists after the imposition of community service, the Regional Superintendent of Schools or his/her designee shall a) make complaint against the persons having custody or control to the State's Attorney where such person resides or b) conduct truancy mediation and encourage the student to enroll in a graduation incentives program (105 ILCS 5/26-16) and or other district support services, such as credit recovery, and counseling services through a comprehensive community based youth service agency. In the event that the truant behavior has continued after the notice outlined in paragraph 3 above and the child is beyond the control of the parents, guardians, or custodians, a truancy petition shall be filed (105 ILCS 5/26-8.)
- E. In the case of a minor who is on probation, the Probation Department shall be immediately notified of all unexcused absences and the Probation Department, in conjunction with the State's Attorney's Office, shall decide on a case-by-case basis whether a petition alleging violation of probation shall be filed with the Court.

PART C: JUVENILE COURT RESPONSIBILITIES

- A. After the school district and Regional Superintendent have exhausted all statutory requirements and possible remedies, a petition shall be filed in Juvenile Court by the State's Attorney. If the minor child who is subject of the petition is under the age of 13 years, a petition alleging educational neglect shall be filed. If the minor child is 13 years of age and older, a truancy petition shall be filed. In either case, said petition shall provide the following information:
 - 1. the names and addresses of parents, guardians or custodians of the student;
 - 2. the dates of the truant behavior;
 - 3. the dates and nature of contacts or conferences with the student and the parents, guardians of custodians of the student;
 - 4. the nature of the proffered supportive services;
 - 5. the alternative programs and other school resources that the district provided to the student in an effort to correct the truant behavior (105 ILCS 26-8a).
- B. An Adjudicatory hearing must be held within ten (10) days, and a finding must be acted upon within thirty (30) days. (105 ILCS 5/26-8b).

C. Possible dispositions upon a finding of either educational neglect or truant minor in need of supervision include but are not limited to the following;

1. the minor may be committed to the Regional Superintendent for a multidisciplinary case staffing, individualized educational plan or service plan, or referred to a comprehensive community-based youth services;
2. the minor may be required to comply with an individualized educational plan or service plan as specifically provided by the appropriate Regional superintendent;
3. the minor may be ordered to obtain counseling or other supportive services;
4. if the Court makes an express written finding that a truancy prevention program previously has been offered to the minor, he/she may be fined in an amount in excess of \$5.00 but not more than \$100.00 per day for each day of an unexcused school absence, required to perform some reasonable public service work such as picking up litter or maintenance of a public facility, and/or subject to having his or her driver's license or driving privileges suspended up to age 18. (705 ILCS 405/3-33b).

D. In the event that the parent, guardian or custodian of the minor has been non-compliant, and he/she has been given notice of the State's intent to pursue sanctions, and the Court finds that the parent, guardian custodian has knowingly and willfully permitted the child to persist in his/her truancy within the school year, he/she shall be guilty of a Class C misdemeanor and shall be subject to not more than thirty (30) days imprisonment and/or fine of up to \$500.00. (105 ILCS 5/27-10).

E. Any person who is found to have induced or attempted to induce a child to be absent from school unlawfully, or to knowingly employ or harbor, while school is in session, any child unlawfully absent from school for three (3) consecutive days is guilty of a Class C misdemeanor. (105 ILCS 5/26-11)

SKIPPING CLASS

Students who skip class will serve a detention equal to time missed and will make up work, tests, projects, etc. Students may also face further disciplinary action. Repetition may result in suspension.

TARDY

A tardy is defined as being late to a class without valid cause or permission. Students will be allowed two (2) unexcused tardy without penalty. The third unexcused tardy will result in an A.M. detention.

More progressive discipline will occur for students continue to be tardy to class.

Tardy accumulates on a semester basis.

SIGN-OUT PROCEDURE

A student will not leave the building during the school day unless he/she has a note from home, phone call from home or receives permission from the office to leave. All students who leave during the day must sign out in the office. Failure to sign out in the office may result in disciplinary steps being taken.

STUDENT CONDUCT

For students to fulfill their educational goals, an atmosphere conducive to learning must be maintained. When students do not display appropriate behavior, others are deprived of the opportunity to learn.

It is recognized that not all disciplinary problems and situations can be identified in the "general" guidelines. The administration reserves the right to act appropriately at its discretion in any situation or problem that is not specifically stated, calls for additional disciplinary measures or overrule or suspend the guidelines due to an unusual or unique set of circumstances. Any such "change" or "ruling" by the administrator is not deemed to be policy or precedent setting.

******The commission of, or participation in, criminal acts can result in report to, or involvement of, law enforcement or other outside authorities.

School personnel may use reasonable physical intervention, consistent with Illinois law and Board policy, when necessary to maintain a safe learning environment, prevent injury to persons, or protect property.

All disciplinary policies shall be in force at all school activities, home and away. Students participating in or attending school-sponsored activities away from the school are still subject to and governed by the Milledgeville Jr./Sr. High School regulations. Students may be disciplined for off-campus conduct if the student behavior is reasonably connected to school interests.

DISRUPTIVE BEHAVIOR

If a teacher finds it necessary to remove a student from class because of disruptive behavior, the student must report immediately to the principal. Both the student and the teacher will discuss the matter with the principal. The principal will then determine the disciplinary action to be taken.

Teachers may establish and enforce additional classroom rules.

DISCIPLINE STEPS

Step One - Teacher Conference

Teacher contacts and conferences with the student will be used as the first step in changing behavior. If the problem is deemed serious, a teacher should issue an immediate detention and/or immediate principal referral. If the problem continues, a teacher-initiated parent contact should be made. These conferences should be conducted outside class time whenever possible.

Step Two – Detention

If the problem continues without a change in behavior, the student will be given a detention. If a student is removed from class by the teacher and sent to the office, the student will automatically receive a detention.

Step Three - Principal Referral

If the problem continues or the detention is not served, the student will be referred to the principal. At that time the principal will determine the appropriate action.

DETENTION

Detentions may be assigned before school, during lunch, or after school at the discretion of the administration.

Students serving detention are expected to report on time, remain seated in the designated location, and follow all directions provided by the supervising staff member. Students must remain quiet and respectful throughout the detention period. Electronic devices may not be used unless specifically authorized by the supervisor for academic purposes.

Students who fail to report for an assigned detention, arrive late, leave early, or fail to follow expectations while serving detention will be assigned an additional detention. Repeated failure to serve assigned detentions or continued misconduct during detention may result in more serious disciplinary consequences, including in-school suspension or other disciplinary measures as determined by the administration.

Students who accumulate multiple detentions may be subject to additional disciplinary action at the discretion of the administration.

SUSPENSION / EXPULSION

IN-SCHOOL SUSPENSION (ISS)

In-School Suspension (ISS) may be assigned by the administration as a disciplinary consequence for violations of school rules and expectations. Students assigned to ISS will report to the designated location, which may be the Main Office or District Office, as determined by the administration.

Students assigned to ISS remain responsible for completing all class assignments and coursework. Prior to serving ISS, students should communicate with their teachers regarding any assignments, materials, or assessments that will be missed. The school will assist in notifying teachers and collecting assignments as needed. Teachers may provide work electronically or send materials to the office for the student to complete during the ISS assignment.

Students assigned to ISS are expected to work on academic assignments throughout the school day, remain seated, follow all directions provided by supervising staff, and maintain appropriate behavior. Talking, sleeping, use of unauthorized electronic devices, or any behavior that disrupts the ISS environment may result in additional disciplinary consequences.

Students serving ISS will receive academic credit for completed work and will be provided the opportunity to make up missed assignments, quizzes, tests, and other classroom activities in accordance with school procedures.

Failure to report to ISS, refusal to comply with ISS expectations, or repeated disciplinary violations may result in additional disciplinary action as determined by the administration.

OUT-OF-SCHOOL SUSPENSION

A suspension is a temporary termination of enrollment until stipulated conditions are met. The responsibility for suspending a student shall reside with the administration.

The Milledgeville Board of Education authorizes the Superintendent and building principals to suspend students guilty of gross disobedience or misconduct. Such suspensions shall not exceed ten (10) school days and shall be reported immediately to the parents or guardians of the student along with a full statement of the reasons for the suspension and notice of their right to review the suspension decision. A copy of the notice shall also be provided to the Board President.

Parents or guardians are responsible for the student during the suspension period. A student serving an out-of-school suspension may not be present on school grounds or attend any school-sponsored activity during the suspension. Students on suspension will be provided the opportunity to make up all missed work for equivalent academic credit.

Repeated suspensions or serious disciplinary violations may result in a review of the student's disciplinary record and consideration of additional disciplinary action, including a recommendation for expulsion when warranted.

Procedures for Out-of-School Suspensions

Suspensions of 1-3 Days

- In the written suspension decision, the school must explain: (1) the specific act of gross disobedience or misconduct, and (2) the rationale for the specific duration of the suspension.
- Suspensions of three (3) days or less may only be used if the student's presence poses a threat to school safety or a disruption to other students' learning opportunities.
- Students must be provided an opportunity to make up any missed work for equivalent academic credit.

Suspensions of 4 Days

- In the written suspension decision, the school must: (1) explain the specific act of gross disobedience or misconduct, (2) explain the rationale for the specific duration of the suspension, and (3) document whether other behavioral and disciplinary interventions were attempted or whether the school determined that there were no other appropriate and available interventions.
- Suspensions of four (4) days may only be used if other appropriate and available behavioral and disciplinary interventions have been exhausted and the student's presence in school: (1) poses a threat to the safety of students, staff, or the school community, or (2) substantially disrupts the operation of the school.
- Students must be provided an opportunity to make up any missed work for equivalent academic credit.

Suspensions of 5-10 Days

- In the written suspension decision, the school must: (1) explain the specific act of gross disobedience or misconduct, (2) explain the rationale for the specific duration of the suspension, (3) document whether other behavioral and disciplinary interventions were attempted or whether the school determined that there were no other appropriate and available interventions, and (4) document whether appropriate and available support services will be provided or whether no appropriate services are available.
- Suspensions of five (5) to ten (10) days may only be used if other appropriate and available behavioral and disciplinary interventions have been exhausted and the student's presence in school: (1) poses a threat to the safety of students, staff, or the school community, or (2) substantially disrupts the operation of the school.
- Students who are suspended must be provided with appropriate and available support services during the suspension.
- Students must be provided an opportunity to make up any missed work for equivalent academic credit.

EXPULSION

The Board of Education may expel a student for gross disobedience or misconduct in accordance with Illinois law and Board policy.

Conduct that may result in a recommendation for expulsion includes, but is not limited to, serious or repeated violations of school rules, acts of violence, possession or use of weapons, sale or distribution of illegal drugs, threats to school safety, or other conduct that substantially disrupts the educational environment.

In the written expulsion decision, the Board of Education shall:

- Detail the specific reasons why removing the student from school is in the best interest of the school district.
- Provide a rationale for the duration of the expulsion.
- Document whether other behavioral and disciplinary interventions were attempted or whether no other appropriate and available interventions existed.

A student may be expelled only if other appropriate and available behavioral and disciplinary interventions have been exhausted and the student's presence in school:

1. Poses a threat to the safety of students, staff, or the school community; or
2. Substantially disrupts the operation of the school.

The district may refer expelled students to appropriate and available support services during the period of expulsion.

In accordance with Illinois law, a student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered a weapon, may be subject to expulsion for a period determined by the Board of Education and consistent with applicable law.

DISCIPLINARY CONSEQUENCES

The following behaviors, while not an exhaustive list, may result in disciplinary action including detention, in-school suspension, out-of-school suspension, expulsion, loss of privileges, or other consequences deemed appropriate by the administration:

1. Defiance of authority or failure to comply with school rules and regulations.
2. Arson.
3. Threatened or actual assault or other forms of violence.
4. Burglary, robbery, or theft.
5. Extortion, blackmail, or coercion by force or threat of force.
6. Possession or use of explosives, firearms, or other dangerous weapons
7. Damaging school property or private property lawfully on school premises.
8. Trespassing.
9. Use, possession, distribution, or being under the influence of tobacco products, nicotine products, electronic cigarettes, vaping devices, or related paraphernalia.
10. Dress or appearance that presents a health or safety concern or materially and substantially disrupts the educational environment.
11. Slander, libel, or obscenity in oral, visual, electronic, or written form.
12. Interference with school personnel in the performance of their assigned duties.
13. Refusal to comply with the reasonable and lawful instructions of school personnel.
14. Lewd or inappropriate conduct.
15. Truancy, excessive tardiness, or repeated attendance violations.
16. Gambling.
17. Retaliation against students or staff who report violations of school rules.
18. Gross disrespect, insubordination, or verbal abuse toward school personnel or other students.

19. Tampering with a fire alarm, causing a false alarm, or tampering with fire safety equipment.
20. Possession of stolen property.
21. Bullying, cyberbullying, harassment, intimidation, hazing, or threatening behavior.
22. Misuse of technology, electronic devices, social media, or network resources.
23. Any behavior that directly or indirectly jeopardizes the health, safety, welfare, or educational opportunities of students or staff.

RE-ADMISSION AFTER SUSPENSION

The purpose of the re-admission policy is to help students understand the poor choice they made, factors that led to it, and how they can handle the situation differently in the future. Upon the completion of the following activities, the student will reintegrate with their classmates.

Procedure:

1. On the date the student returns to school from a suspension they will meet with the building principal or their designee. All efforts will be made for this to occur prior to school beginning on the day the suspension ends.
2. The meeting with the building principal or designee will consist of a discussion around three areas:
 - a. The completion and explanation of expectations of a discipline contract signed by the student and principal or their designee.
 - b. A student completed reflection sheet.
 - c. Discussion of grades and facilitate a schedule for completion of assessments missed due to suspension.
3. Student will meet with the school counselor to discuss reintegration to class and any applicable coping skills, resources, or supports needed to make the reintegration successful.

DUE PROCESS

In accordance with the School Code, Section 10.22.6, a written notice of out-of-school suspension, in-school suspension, and/or recommendation for expulsion shall be sent to the parent, guardian, or student. This notice shall include information explaining the right to appeal a decision and the right to a due process hearing.

INVOLVEMENT IN GANGS OR GANG-RELATED ACTIVITIES

Gangs and gang-related activities will not be tolerated at Milledgeville Jr./Sr. High School. A gang is defined as any group of two or more persons whose purpose includes the commission of illegal acts. Gang-related activities shall be defined to include, but not be limited to, the following:

1. Wearing, possessing, displaying, using, distributing, or selling any clothing, color(s), jewelry, emblem, badge, or other item which is evidence of membership in or affiliation with any gang.
2. Committing any act or omission, or using any speech, either verbal or nonverbal (including gestures, handshakes, etc.) showing membership in or affiliation with any gang.
3. Using any speech or committing any act or omission in furtherance of the interests of any gang activity, including, but not limited to:
4. Soliciting others for membership in any gang.
5. Requesting any person to pay protection or otherwise intimidating or threatening any person.
6. Committing any other disruptive activity, illegal act, or violation of school district policies.
7. Inciting other persons to act with physical violence upon any other person.

Students found in violation of this policy may be guilty of gross disobedience or misconduct, punishable by suspension and/or expulsion as outlined in Board Policies #715.04 and 715.05.

BULLYING, INTIMIDATION AND HARRASSMENT

Chadwick-Milledgeville CUSD #399 is committed to providing a safe, supportive, and respectful learning environment. Bullying, intimidation, and harassment interfere with a student's ability to learn and a school's ability to educate.

Bullying is defined as repeated aggressive behavior intended to cause physical or mental harm. Harassment and intimidation may be based on individual characteristics or may be general in nature. Preventing these behaviors is a critical district goal.

Prohibited conduct includes, but is not limited to:

- Hazing or urging others to participate in harmful conduct
- Use of threats, intimidation, or coercion
- Physical or psychological aggression
- Disruptive digital activity (e.g., sharing harmful content online or through social media)
- Distributing written or electronic materials that substantially disrupt school operations or infringe on others' rights

Reporting & Response: Reports may be made to any trusted staff member, counselor, or administrator. The District will conduct a prompt and thorough investigation. Students who violate these policies may face appropriate consequences and remedial action. Retaliation against any student who reports in good faith is strictly prohibited.

Note: For conduct specifically related to race, color, or national origin, refer to the Discrimination, Harassment, and Retaliation section of this handbook. Per Public Act 98-129, effective January 1, 2014, school officials may not require students to provide passwords to personal social media accounts unless there is reasonable cause to suspect a policy violation.

DISCRIMINATION, HARASSMENT, AND RETALIATION BASED ON RACE, COLOR, OR NATIONAL ORIGIN

Chadwick-Milledgeville CUSD #399 prohibits all forms of discrimination, harassment, and retaliation based on race, color, or national origin, in accordance with Board Policy 2:270 and federal law.

Examples of prohibited conduct include:

- Use of racial slurs, epithets, or stereotypes
- Denial of access to academic or extracurricular programs based on race or ethnicity
- Disproportionate or unfair disciplinary actions based on race
- Display of racially offensive symbols or materials
- Harassment that creates a hostile or intimidating school environment

Reporting & Response: Students should report concerns to a trusted adult, teacher, principal, or certified employee. Reports may be made anonymously and will be investigated promptly and confidentially. No student or staff member will face retaliation for reporting or participating in an investigation.

This section focuses specifically on protections related to race, color, or national origin. For broader concerns related to bullying or general student misconduct, please refer to the *Bullying, Intimidation, and Harassment* section of this handbook.

The full policy (Board Policy 2:270) is available on the district website.

TEEN DATING VIOLENCE POLICY

Chadwick-Milledgeville CUSD #399 prohibits teen dating violence on school property, at school-sponsored activities, and in school vehicles. Teen dating violence includes any act of physical, emotional, or sexual abuse used by one person to control another in a dating relationship. Teen dating violence can include threats, insults, isolation, intimidation, harassment, physical assault, or any other behavior intended to exert power or control over a dating partner. Students who experience or witness teen dating violence are strongly encouraged to report it to a trusted staff member, counselor, or administrator. All reports will be handled with care and confidentiality, and no one will face retaliation for making a report in good faith. Support services, safety planning, and referrals are available through the school counselor.

SEXUAL HARASSMENT

The School Board shall not tolerate sexual harassment of students and/or employees of the district. Sexual harassment as defined in the Illinois Human Rights Act means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when ... "such conduct has the purpose or effect of substantially interfering with an individual's school performance or creating an intimidating, hostile or offensive school environment." When there is evidence of violation of this policy or violation of provisions of Title VII and/or Title IX as they apply to sex discrimination, the administration shall take appropriate action including warning and/or disciplinary action as warranted.

REPORTING ABUSE

Students are encouraged to report any instance of:

- Bullying
- Intimidation

- Harassment (including on the basis of race, color, sex, national origin, religion, sexual orientation, gender identity, disability, or other protected status)
- Sexual harassment
- Retaliation for reporting or participating in an investigation

Reports may be made to any trusted staff member, the school counselor, or a building / district administrator. Reports will be handled confidentially to the greatest extent possible. Students who make a report in good faith will not face retaliation. A student may also choose to report to a staff member of the same gender and may be accompanied by a parent or other adult. Any person who knowingly makes a false accusation regarding prohibited conduct will also be subject to disciplinary action as determined by the building principal.

SEXUAL ABUSE RESPONSE AND PREVENTION RESOURCE GUIDE

In accordance with Faith's Law and Illinois School Code, Chadwick-Milledgeville CUSD #399 provides information to students and families about how to prevent, recognize, and respond to sexual abuse. The Illinois State Board of Education's Sexual Abuse Response and Prevention Resource Guide is available to all families and staff. This guide includes important resources, support services, and prevention strategies intended to keep students safe. A copy of the guide is available online at <https://www.isbe.net> or may be requested from the school office.

ELECTRONIC DEVICES

CELL PHONES AND PERSONAL ELECTRONIC DEVICES

To support student learning and minimize distractions, the following expectations apply to student cell phones and other personal electronic devices during the school day.

Students in Grades K–8

Students in grades K–8 are not permitted to possess or use cell phones or other personal electronic devices during the school day. Devices must be turned off and stored in the student's locker from the beginning of the school day until dismissal. Students may not access their devices during class periods, passing periods, or lunch unless specifically authorized by school personnel.

High School Students

High school students are required to place cell phones and other personal electronic devices in the designated location established by the teacher upon entering each classroom. Devices must remain in the designated location for the duration of the class period unless otherwise authorized by the teacher or administration.

High school students may use cell phones during passing periods and lunch periods unless otherwise directed by school personnel.

The only exceptions to these requirements are students who have a documented medical need approved by the school nurse and administration.

Cell phones and personal electronic devices are prohibited in restrooms, locker rooms, and other areas where privacy is expected.

Students may not use personal electronic devices for academic purposes during class unless specifically authorized by the teacher. Only school-approved devices may be used for instructional activities.

Failure to comply with the district's cell phone procedures may result in the following disciplinary action:

1st Offense: The device will be confiscated and held in the office until the end of the school day.

2nd Offense: The device will be confiscated and held in the office until it is picked up by a parent or guardian. Additional disciplinary consequences may be assigned.

3rd Offense: The device will be confiscated and held in the office until it is picked up by a parent or guardian. Additional disciplinary consequences, including detention, may be assigned.

Repeated Violations: Students who repeatedly fail to comply with the cell phone policy may be subject to further disciplinary action, including detention, in-school suspension, loss of privileges, or other consequences as determined by the administration.

The administration reserves the right to further modify or restrict student access to personal electronic devices when their use becomes disruptive to the educational environment.

INAPPROPRIATE IMAGES AND SEXTING

The sending, receiving, possessing, displaying, forwarding, or sharing of sexually explicit, nude, or otherwise inappropriate images or videos is prohibited. Any student who receives such material should immediately report it to a school administrator or staff member.

Students who are found to have sent, received, possessed, displayed, forwarded, or shared sexually explicit or otherwise inappropriate images or videos may be subject to disciplinary action, including suspension, expulsion, referral to law enforcement when required by law, or other consequences as determined by the administration. Consequences will be assigned on a case-by-case basis, taking into consideration the nature of the incident and applicable laws and policies.

The district reserves the right to investigate incidents involving inappropriate electronic communications when such conduct substantially disrupts the educational environment, affects the safety or well-being of students or staff, or otherwise impacts school operations.

STUDENT SUPPORT SERVICES

FEE WAIVERS AND FREE/REDUCED-PRICE MEALS

Chadwick-Milledgeville CUSD #399 is committed to ensuring that all students have access to meals and essential school services, regardless of financial status. At the beginning of each school year, and at the time of enrollment for transfer students, the District notifies families about eligibility requirements and the application process for free and reduced-price meal services as provided under Board Policy 4:130, and for school fee waivers under Board Policy 4:140.

Students may qualify for free or reduced-price meals based on household income as determined by guidelines from the U.S. Department of Agriculture and the Illinois State Board of Education. Applications for these services are available in the school office and must be renewed annually or upon changes in financial status.

The District will provide federally reimbursable meals or snacks to any student who requests one, regardless of the student's ability to pay or account balance. When a student's meal account balance becomes low or negative, the school will provide regular reminders to the student and their parent or guardian. If the unpaid meal balance exceeds the cost of five lunches and the parent or guardian does not qualify for or apply for meal benefits, the school may take further action in accordance with the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). This may include contacting the Illinois Department of Children and Family Services (DCFS) or pursuing legal collection efforts if appropriate.

Fee waivers are available to ensure that no student is denied access to instructional materials, extracurricular programs, or school-sponsored activities due to an inability to pay. A student is eligible for a waiver if the family qualifies for free or reduced-price lunch, if the student is homeless under the McKinney-Vento Act, or if the student's parent or guardian is a veteran or active-duty military member with income at or below 200% of the federal poverty level. Parents or guardians may request a waiver application from the school office and submit it to the principal. If a request is denied, written notice will be provided, and families may appeal the decision to the superintendent or designee.

For additional information or assistance, please contact the office.

STUDENTS WITH DISABILITIES

It is the intent of Chadwick Milledgeville School District 399 to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

School District 399 provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the district. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individual with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal

Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

Parents or guardians who believe their child may have a disability or need services are encouraged to contact the school office. The district will provide assistance, evaluations, and resources to support students and their families throughout the process.

HOMELESS STUDENTS' RIGHTS

In accordance with the McKinney-Vento Homeless Assistance Act and Board Policy 6:140, Chadwick-Milledgeville CUSD #399 ensures that homeless children and youth have equal access to the same free and appropriate public education as other students. A homeless student is defined as one who lacks a fixed, regular, and adequate nighttime residence, including children sharing housing due to loss of housing, economic hardship, or similar reasons.

Homeless students have the right to enroll in either the school they attended when permanently housed (their "school of origin") or the school in the attendance area where they are currently living. Students may enroll immediately, even if they lack typically required documents such as birth certificates, medical records, proof of residency, or school records.

Transportation to and from the school of origin will be provided when required by law. The District will work to eliminate any barriers to enrollment and attendance, including those related to immunization, guardianship, or records. The District's Liaison for Homeless Children is available to assist families and ensure support is in place. If enrollment or transportation is denied, a written explanation will be provided, and the family will be referred to the Regional Office of Education's ombudsperson for further assistance.

For more information or support, please contact the school office or the District Homeless Liaison.

PARENT AND FAMILY ENGAGEMENT POLICY

Purpose: In alignment with Title I requirements, Chadwick-Milledgeville CUSD #399 is committed to fostering strong partnerships with parents and families to support student academic achievement and school success.

1. District Expectations for Parent and Family Engagement

Chadwick-Milledgeville CUSD #399 believes that meaningful parent and family engagement is essential to student success. The District will:

- Promote open, respectful, and consistent communication between home and school.
- Encourage parents and families to actively participate in their child's education both at home and in school settings.
- Involve parents in school planning, decision-making, and improvement efforts.
- Provide opportunities for parents to provide input to school improvement teams.

2. Strategies for Effective Engagement

To enhance student learning and school performance, the District will:

- Host regular parent-teacher conferences.
- Provide resources and training to help families support learning at home.
- Offer flexible scheduling for meetings and events to accommodate family needs.
- Use multiple communication platforms (e.g., newsletters, school website, social media, and messaging apps) to keep families informed and engaged.
- Partner with local organizations to provide additional support services for families.

3. Compliance with Federal Requirements

In accordance with federal law, Chadwick-Milledgeville CUSD #399 will:

- Annually review and revise this policy with input from parents and families.
- Distribute the Parent and Family Engagement Compact to all parents/guardians of students receiving Title I services.
- Ensure accessibility of engagement opportunities for all families, including those with language barriers, disabilities, or other challenges

GENERAL INFORMATION

CAFETERIA AND LUNCHTIME

The school will offer its students a Type A lunch under the rules of the State of Illinois. Students who eat lunch at school must eat in the cafeteria. Food will not be taken out of the cafeteria. Students are expected to exhibit proper manners and are to pick up their eating area, return their trays, etc., after eating.

No student will be allowed to leave school during lunch without permission from the office. Milledgeville Jr./Sr. High School has a closed campus policy. Students caught leaving school at lunch time will receive an after-school detention for their first offense. Students will receive a two-day out of school suspension for their second offense.

Students are not allowed in or around the cars in the parking lot during the lunch period.

STUDENT EMAIL

With the 1:1 Laptop Initiative, it is imperative that students check their school email several times a day. This will be the primary tool used for communication between teachers, students, and administration.

Students should follow school policy and use appropriate language when composing emails and documents. Administrators can view all correspondence at their discretion and take disciplinary action when necessary. Students are reminded that correspondence sent via email can easily be forwarded by the recipient. **Private or personal information should never be sent in an email because it may end up getting forwarded to others.**

FOOD AND DRINK

Food and beverages served as part of the school breakfast and lunch programs must remain in the cafeteria and may not be removed from the cafeteria unless otherwise authorized by school personnel.

Students bringing cold lunches from home should keep them stored in their lockers until their assigned lunch period. Food may not be stored in lockers for extended periods of time.

Water bottles are permitted during the school day. Students with documented medical needs may be permitted additional beverage accommodations as approved by the school nurse and administration.

Students in grades 6-8 may only have water in classrooms during the school day. Pop, energy drinks, coffee, specialty beverages, and other non-water drinks are not permitted in classrooms. These beverages may only be consumed during lunch periods or during approved special events and activities.

Caffeine products, including but not limited to caffeine gum, caffeine pouches, caffeine powders, energy pouches, or similar products, are prohibited on school grounds and at school-sponsored activities.

The administration reserves the right to restrict food and beverage items that create a disruption to the educational environment or present health and safety concerns.

LIBRARY

To maintain an atmosphere that is conducive to learning, students are expected to work quietly. As a member of the RAILS library system, the librarian can request books and materials from other libraries. If the high school collection does not have what you want, please ask the librarian for help in locating a copy elsewhere. In addition:

1. No library materials should be removed from the library without it being checked out or with the consent of the librarian.
2. Returned items should be placed in the return slot not back on the shelf.
3. Students will be responsible for any fees or costs associated with lost or damaged books.
4. No food or drink is allowed in the library.
5. Inappropriate behaviors will result in disciplinary actions.

COUNSELING SERVICES

High school can be a challenging time for both students and parents. There are many successes as well as struggles. The school counseling program is an excellent resource for planning and support during this time of growth and learning.

The goal of the school counseling program is to foster the development of and provide support to every student in the areas of academics, college and career planning, and personal and social growth. This broad spectrum of services enables students to have the maximum opportunity for personal and professional success not only in high school but also in their future beyond.

Although the school counselor is available to provide suggestions and support, it is the ultimate responsibility of the student and their family to have a successful high school career. Parents are encouraged to be a part this accomplishment.

The school counselor has an “open door” policy to all students; however, the main goal of school is, of course, to learn. All students are encouraged to make appointments in advance either before or after school or as pre-approved by their teacher. Individual appointments are not available during lunch except in case of emergency.

Additional services provided by the school counselor are college visits, financial aid and scholarship information, career guidance, and course selection. Please remember that the counselor is also available for emotional, interpersonal, and social guidance – successes as well as struggles.

Confidentiality is an integral part of the school counseling program. Students as well as parents should feel safe in discussing personal issues with the counselor. The counselor’s main job is as student advocate, and that means that students need to trust and feel secure in the counseling office. Following is a statement of confidentiality and its limitations as stated by the Code of Ethics of the American School Counselor Association:

Confidentiality of Counseling Sessions

All information about students is held in strictest professional confidence unless released at the request of the student or court ordered to another qualified professional. Such release of information is made only after a statement signed by the student has been placed on file with the counseling program. The release details the nature of information to be communicated and specifies to whom such information is to be communicated. Additionally, there are two important exceptions to confidentiality:

If a student threatens harm or death to themselves or another person, counselors are legally, ethically and morally required to act to protect the safety of the threatened person.

If abuse or neglect of a child, aged person or disabled person is known or suspected, counselors are required by law to report that concern to The Department of Children and Family Services (DCFS).

If you have any questions about the confidentiality of the sessions, please ask your counselor.

HEALTH EXAMINATIONS AND INOCULATIONS

All health requirements set by the State of Illinois for kindergarten, sixth, and ninth grade pupils must be met by the first day of school, or the student will not be allowed to attend. Any child not meeting these requirements by this date may be reinstated by the administration upon the receipt of evidence of the completion of all requirements or upon notification of the day, time, physician or dentist, and location of an appointment for the completion of all requirements.

MEDICAL SERVICES

If it is necessary for a student to receive prescription or non-prescription medication during school hours, the following information must be sent by the physician with the medication:

1. Student's name and birth date
2. Physician's name, signature and phone number
3. Name of medication, including dosage, route of administration, frequency, and time of administration
4. Beginning and ending dates of prescription/order
5. Diagnosis requiring medication and intended effect
6. Other medications the student is receiving
7. Time interval for re-evaluation

The medication, whether prescription or non-prescription, must be brought to the school in the original package. medication must be left in the school office. No medication is to be kept in a student's possession or locker. In addition to the physician's written order, the school must receive a written request, signed by the parent/guardian, that the medication be given during school hours. The request must include the parent's/guardian's name and phone number in case of emergency.

In the event of illness or accident, school personnel will give emergency care only. Parents will be contacted immediately and are responsible for any additional care needed.

PREVENTION OF ANAPHYLAXIS

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

ILLNESS

Any student who becomes ill while at school should go to the office immediately. School office personnel will contact the parent by phone before the student is allowed to leave school. A cot is available for student use when it is unnecessary or impossible for the student to go home. As required by the health department, students who are sent home from school because of fever or vomiting may not return to school for 24 hours.

ACCIDENTS

Any accident in the school building, on the school grounds, or at any school-sponsored activity, must be reported immediately to the person in charge or to the school office.

Proper medical referrals will be made when necessary.

It is the responsibility of the students and parent to fill out "emergency cards" each year and to keep them up to date. Student insurance claims must be filed within 90 days.

DISPLAYS OF AFFECTION

Displays of affection between students (except for holding hands) will not be allowed in the building, on the school grounds, or at school sponsored activities/events. Violations could result in disciplinary action.

SCHOOL DANCES AND ACTIVITIES

Throughout the year, various organizations may sponsor dances. These dances are open to the students of our school, to their guests who are enrolled in another high school, and to guests who are not enrolled in high school as long as they are under the age of 21. Guests must be approved by the principal. Forms are available in the office for this purpose. The forms must be submitted by a deadline date which is announced. No Junior High students will be allowed as guests. Students who bring a guest are responsible for the conduct and behavior of their guest. Guests are to abide by the same rules as Milledgeville students. Students who dance in an inappropriate manner (ex. Grinding) will be asked to leave the dance and will not be allowed to return. All students and/or guests may be required to take a breathalyzer test upon arrival to the dance and are subject to the District Student Discipline Policy. All students and/or guests who leave the building during school dances are not allowed to return.

DRESS

Chadwick-Milledgeville CUSD #399 respects the cultural and individual identity of all students. The District does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, braids, locs, twists, and afros. Additionally, students may not be restricted from decorating graduation attire (caps and gowns) to reflect their cultural, ethnic, or religious identity, so long as such decorations do not disrupt the learning environment or violate other dress code standards. These rights are protected under Illinois law and are part of the District's commitment to equity, inclusion, and respect for all students.

While there is no formal dress code, students are expected to be clean and neat and to wear clothes and shoes that are not distracting. The following items will not be allowed:

1. Hats, sunglasses, hoods and any other headgear should be taken off at the door and not worn inside the school building.
2. Clothing that displays messages that promote the use of alcohol, tobacco, drugs, or sexually explicit messages are prohibited.
3. Midriffs, backs, and shoulders should be covered. Shirts should be able to touch the pants. Low cut tops are not allowed.

4. Shirts without sleeves should have straps at least two inches wide. No see-through shirts or shirts with open sides unless an appropriate shirt is worn underneath (i.e. two inch straps).
5. Shorts, skirts, and dresses should be the equivalent of at least a 3 inch inseam.
6. Leggings or other similar pants that can be see through are prohibited unless a top of appropriate length (equivalent of a three inch inseam) is worn over them.
7. Pants should be worn at waist, no sagging.
8. No distracting chains or billfold chains will be worn.
9. No clothing that exposes undergarments of any kind.
10. No shirts or pants with large holes in them. Any holes must be below short line.
11. Wearing shoes in school is required by State Law.

Because of continually changing fashion trends, this policy is subject to change at any time.

Students will be allowed to correct their dress before being sent home. Continuous violations could result in harsher consequences.

STUDENT LOCKERS

A student's school locker and lock are the property of the school and must be used for the purposes intended: a storage area for books, school supplies, and outdoor garments. As such, they are provided for student use and are not to be considered private property. If school officials believe that the student has placed illegal or dangerous materials or substances in the locker, school officials may search the locker, with or without the student's knowledge or consent. Lockers may be searched by school officials at any time.

Care or maintenance of your locker or lock is the responsibility of the user. If a locker or lock is damaged, it is the responsibility of the user to pay for the damages.

Lockers are to remain locked at all times.

BACKPACKS

Backpacks, book bags, and similar carrying bags are not permitted in classrooms during the school day unless specifically authorized by the administration.

Students are expected to store backpacks and book bags in their assigned lockers upon arrival at school. Students will be provided three (3) minutes between class periods to stop at their lockers and retrieve or exchange materials needed for their next class.

Students are responsible for bringing all necessary instructional materials, including their district-issued laptop, to each class period. Failure to comply with the backpack policy may result in disciplinary action.

VISITORS

Students who wish to bring a visitor to school must make 24 hour advance arrangements in the office. Visiting by students of other schools is not encouraged. Persons who are not associated with the school are not allowed to visit students or staff or to be in the halls except to go to the school office. No visitors are allowed during exam weeks. All visitors will report to the office and receive a visitor badge. They will return the badge and sign out before leaving the school.

ASSEMBLIES

From time to time during the school year, assemblies will be held. These assemblies may be of a serious nature, or they may be mainly for entertainment. Regardless of the type of program, courtesy demands that all students be respectful. Attendance at all assemblies is required unless otherwise notified by the office.

BUS TRANSPORTATION

School bus transportation is provided for students who live more than 1 1/2 miles from school, and to those students living within the 1 1/2 mile limit when safety conditions dictate. Buses are also used in transporting teams and groups to various activities.

Safety dictates that students obey the following rules, as well as all rules established by the bus driver:

1. Bus students are permitted to converse quietly with persons sitting near them.
2. All students must be seated and are not permitted to change seats when the bus is in motion or annoy other riders on the bus.

3. Students must not, under any circumstances, put their head or arms out of the windows and windows must not be lowered below the mark shown on the bus. This is a state regulation.
4. Treat bus equipment as you would valuable furniture in your home. Damage to seats, etc., must be paid for by the offender.
5. In the case of a road emergency, remain in the bus until instructions are given by the driver.
6. The use of profane or abusive language will not be tolerated on the bus.
7. Smoking or striking matches is not permitted on the bus.
8. Drivers are not permitted, except by proper authorization by a school official, to stop at places other than the regular bus stop.
9. Do not push or crowd when loading or unloading. Be courteous to fellow passengers, allowing front row students to disembark first.
10. Unload only by the front door. Rear door is for emergency only.
11. The throwing of any articles on the bus or out of the windows will not be tolerated.

All students going on the bus to school-sponsored activities must return on the same bus. If a student wants to return home with his/her parents, one of the parents must either see the person in charge and ask permission or send a signed note of approval to the bus driver prior to departure from the school.

If any student is reported by the bus driver for misconduct, that student may be suspended from riding the bus to or from school until the matter has been resolved.

STUDENT PARKING AND DRIVING

Students driving cars are required to park their cars in the Park District property parking lot immediately upon arrival at school. Students may not sit in their cars or loiter in the parking lot. Students will not be allowed in the parking lot until the end of the school day. Cars are not to be moved from the designated areas until the student's classes are completed for the day unless special permission is obtained from the office.

Students should not park illegally. This includes but is not limited to parking in a no parking zone, double parking, and parking in the faculty lot. Vehicles found to be parked illegally will be identified and students will receive a warning and asked to correct the vehicle. If the problem persists, the car could be towed and/or parking privileges could be revoked.

Anyone driving recklessly on school grounds, or on the way to or from school, may be denied parking privileges on the school grounds.

Drivers and passengers riding in cars in violation of these regulations will be held equally responsible.

WORK PERMITS

Child Labor Law regulates the employment of workers under 16 years of age. The law protects children by requiring employment certificates. The certificate confirms that a minor is old enough to work, physically capable to perform the job, and that the job will not interfere with the minor's education. A student under the age of 16 may NOT work:

1. Before 7 AM
2. After 7 PM between Labor Day and June 1.
3. After 9 PM June 1 through Labor Day.
4. More than 8 hours on non-school days.
5. More than 3 hours on school days.
6. More than 24 hours during school weeks.
7. More than 48 hours during non-school weeks.
8. More than six days per week.

Your employer must request this work permit. Permits must be handled through the principal's office.

WORK RELEASE

Upon approval of the principal, seniors may be granted work release during a portion of the school day to participate in approved employment opportunities. Work release is a privilege and may be revoked at any time if eligibility requirements are not maintained.

To be eligible for work release, students must:

1. Be enrolled in a minimum of five academic classes and Physical Education, unless otherwise approved by the administration.
2. Be passing all classes and remain in good academic standing.
3. Have a completed parent/guardian permission form on file.
4. Provide verification of employment, including W-2 employment documentation, payroll records, or other documentation approved by the administration.
5. Work a minimum of five (5) hours per week if released after 7th period or a minimum of ten (10) hours per week if released after 6th period.
6. Maintain regular attendance and comply with all school rules and expectations.
7. Assume responsibility for transportation to and from the work site.

Work release will not be granted prior to the conclusion of 6th period.

The Work Release Advisor will monitor student participation and employment status. The advisor may communicate directly with employers to verify work schedules, attendance, job performance, and continued employment. Students are required to attend monthly work release meetings and submit any requested documentation to maintain eligibility.

Parents/guardians assume responsibility for the student during the approved work release period. Failure to comply with any work release requirements may result in immediate removal from the program.

SCHOOL CLOSINGS

When snowstorms, bad roads, or other emergencies make it necessary to close school for a day or more, students and parents will be notified via **school reach**, radio, and television as soon as a decision has been reached to close school. Hopefully, this decision will be made no later than 6:30 AM. The following radio stations will be given this information:

WSDR	Sterling	1240 AM
WFRL	Freeport	1570 AM or 98.5 FM
WCCI	Savanna	100.3 FM
KROS	Clinton	1340 AM
WLLT	Dixon	107.7 FM
KWQC TV	Davenport	Channel 6
WQAD TV	Moline	Channel 8
WREX TV	Rockford	Channel 13

In case school is dismissed early or it is necessary to delay the running of buses due to inclement weather, the information will also be via **school reach** and broadcast over the same stations. Regardless of the official action to close or not to close, students and parents are urged always to use discretion in deciding whether or not to travel to school.

SEVERE WEATHER/DISASTER PROCEDURES

Severe weather is continuously monitored using NOAA weather information and if warranted, the severe weather/disaster alarm, which is announced over the intercom, is sounded. Students will move to the following areas immediately, and sit on the floor, back to the wall, in a bent position, with their knees and arms protecting their heads.

Grade	Assigned Area
Girls	Inside Band Room
Boys	Weight room Hallway

Windows, doors, window shades and lights are to be left as they are.

An announcement will be made over the intercom when students may safely return to the classrooms.

FIRE PROCEDURES

When the fire alarm is sounded, students should walk quickly and quietly to a distance of at least 75 feet from the building. Students are expected to follow the posted procedures and remain silent and listen to instructions.

Students will be notified by school personnel when it is safe to return to the building.

ASBESTOS

The Chadwick-Milledgeville CUSD #399 conducts surveillance inspections for asbestos containing materials every six months. You are hereby notified that major asbestos abatement projects were completed at the Milledgeville School during the summer of 1990, and at the Chadwick School in the summer of 1993. All friable asbestos was removed under the direction of C & W Bradley, P.C., of Rockford. Only some very minor amounts of non-friable asbestos containing materials, i.e., floor tile and ceiling tile, remain in the structures.

The Asbestos Management Plans and Inspection Reports may be examined at the individual school offices and at the Superintendent's office. Questions regarding any asbestos concerns may be answered by contacting the Superintendent at (815) 225-7141.

TECHNOLOGY USE POLICY

ACCESS TO TECHNOLOGY – Including Student Laptops, Networked Computers and the Internet

The School Board's goal is to include technology in the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Individual School Board members, administrative staff and support staff members shall be considered as teacher with regard to this policy. "Internet" includes all information accessed by Internet sites, E-Mail, on-line services, and bulletin board systems.

CURRICULUM

The use of technology shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students. The technology shall comply with the selection criteria for instructional materials and library-media center materials. Teachers will use technology, including the Internet, throughout the curriculum. The Internet is part of the curriculum and is not a public forum for general use.

ACCEPTABLE USE

All use of the District's connection to technology, including the Internet, must be in support of education and/or research, and be in furtherance of the School Board's stated goal. Use is a privilege, not a right. General rules for behavior and communications apply when using the Internet. Appropriate uses, ethics, and protocol for the internet and student laptops are listed below. Electronic communications and downloaded material may be monitored or read by school officials.

AUTHORIZATION FOR TECHNOLOGY ACCESS

Each student and his or her parent(s)/guardian(s) must sign the *Home Agreement* before being granted unsupervised use of technology, including networked computers and the Internet.

The failure of any student to follow the terms of the *Student Laptop Home Agreement* or this policy will result in the loss of privileges, disciplinary action, and or appropriate legal action.

All use of technology shall be consistent with the district's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The *Student Laptop Home Agreement* does not attempt to state all required or proscribed behavior by users, however, some specific examples are provided.

The failure of any user to follow the terms of the Authorization for Technology Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. Consequences may include the following steps:

1. Loss of home computer use for 2 weeks + detention.
2. Loss of home computer use for 4 weeks + detention or suspension.
3. Loss of home computer use for remainder of school year.

The signature(s) at the end of this document is/are legally binding and indicate(s) the party who signed has read the terms and conditions carefully and understands their significance.

TERMS AND CONDITIONS

1. **Acceptable Use** – access to the District’s technology must be for the purpose of education or research, and be consistent with educational objectives of the district, or for legitimate business use.
2. **Privileges** – The use of the District’s Technology is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The building and/or system administrator will make all decisions regarding whether or not a user has violated this *Authorization* and may deny, revoke, or suspend access at any time; his or her decision is final.
3. **Unacceptable Use** – You are responsible for your actions and activities involving the network. Some examples of unacceptable use are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or virus free;
 - c. Downloading copyrighted material for personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Hacking or gaining unauthorized access to files, resources, or entities;
 - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
 - h. Using another user’s account or password;
 - i. Posting material authorized or created by another without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material, or otherwise engaging in cyber-bullying. Cyber-bullying is defined as the use of the Internet and related technologies to harm other people, in a deliberate, repeated, and hostile manner; and
 - m. Using the network while access privileges are suspended or revoked.
4. **Network Etiquette** – The user is expected to abide by generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not become abusive in your message to others.
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - c. Do not reveal personal information, including the addresses or telephone numbers of students or colleagues.
 - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
5. **No Warranties** – The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. **Indemnification** – The user agrees to indemnify the School District for fees, costs, or damages, including reasonable attorney fees incurred by the District, relating to, or arising out of, any breach of these procedures.
7. **Security** – Network security is a high priority. If the user can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problems to other users. Keep the user’s account and password confidential. Do not use another individual’s account without written permission from that individual. Attempts

to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

8. **Vandalism** – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. **Telephone Charges** – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per minute surcharges, and/or equipment or line costs.
10. **Copyright Web Publishing Rules** – Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Web sites or file servers without explicit written permission.
 - a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
 - b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
 - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
 - d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - e. Student work may only be published if there is written permission from both the parent/guardian and student.

11. Use of Electronic Mail

- a. The district’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an educational tool.
- b. The district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- d. Electronic messages transmitted via the School District’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
- f. Use of the School District’s electronic mail system constitutes consent to these regulations.

12. Internet Safety

- a. Internet access is limited to only those “acceptable uses” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in these procedures, and otherwise follow these procedures.
- b. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.
- c. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

INTERSCHOLASTIC ELIGIBILITY

Participants in all interscholastic activities and managers, are subject to the following policies regarding eligibility. Eligibility is determined by the Illinois High School Association and by Milledgeville High School.

To be eligible, participants must:

1. Be enrolled as full-time students.
2. Have passed at least 6 courses during the immediately preceding semester.
3. Be passing at least 6 courses during the current semester. The principal will check each week with all teachers to be sure this requirement is met.
4. Have a current physical exam card on file before practicing or participating. "Current" refers to a physical exam not more than 1 calendar year old. Cards may be obtained from the school office.
5. Have adequate insurance coverage.
6. Return signed athletic code, medical consent, insurance waiver, and physical to the coach.
7. Pay the student participation fee.
8. Be in attendance for the full school day on the day of the event, practice, contest, performance, or activity, unless prior approval is granted by the principal. A student who misses an entire class period unexcused, including all of 1st hour, will be ineligible to participate that day.

EXTRA-CURRICULAR ACTIVITIES ELIGIBILITY

Participants in all extracurricular activities which are not part of the requirements of a class are subject to the following policies regarding eligibility. ***These rules apply twenty-four (24) hours a day, seven (7) days a week, twelve (12) months a year, in and out of school.*** There are no exceptions.

To be eligible, participants must:

1. Be enrolled as full-time students.
2. Have passed at least 6 courses during the immediately preceding semester.
3. Be passing at least 6 courses during the current semester. The principal will check each week with all teachers to be sure this requirement is met.
4. Be in attendance for the full school day on the day of the event, practice, contest, performance, or activity, unless prior approval is granted by the principal. A student who misses an entire class period unexcused, including all of 1st hour, will be ineligible to participate that day.

The following may be grounds for extracurricular ineligibility and/or dismissal from the group or activity.

- Habitual tardiness, truancy, or frequent absence on days following activities.
- Drinking, smoking tobacco, vaping, or use/possession of illegal substances. A student in the company of persons in violation of the above regulations will be considered to be in possession.
- Suspension from school, arrest, indictment, or conviction for illegal acts.

Enforcement of these rules is not the sole responsibility of the coach, but must be shared by parents and team members. Both parents and team members sometimes have knowledge of extra-curricular policy violations and, therefore, has an obligation to report the situation to the coach or administration.

Two categories of extracurricular activities are offered at MHS:

- Group 1 is athletics, spirit squad, and the theatre department.
- Group 2 are activities such as FFA, NHS, and Student Council.

Consequences for 1st Violation:

- Group 1 activities upon the first violation of the athletic code will lose participation in 20% of the regularly scheduled events they are currently in or the next event they participate in. If a student is involved in multiple Group 1 activities at once the

20% will be applied to activity that has the next scheduled event. While that consequence is served they are ineligible for all Group 1 activities. (Example: Next event is basketball game; they are also in scholastic bowl. They are out of scholastic bowl until the 20% of basketball is served.)

- Group 2 activities upon the first offense the student loses all leadership role in the activity and any other punishment as set out by national bylaws of the organization (ie. NHS). At the advisor's discretion, the student will be held out of any non-academic events that are used for incentive or "fun".

Consequences for 2nd Violation:

- The individual will be suspended from all athletic competition for a calendar year beginning with the date of the infraction. He/She will take a treatment program recommended by the school counselor. To be a member of the team, the athlete must still attend all practices.

Consequences for 3rd Violation:

- The individual will be suspended from participation in all extra-curricular activities during the remainder of his/her time as a student of Milledgeville High School.

Any serious penalties, suspension, or activity dismissal will not be issued until a conference is held with the Athletic/Activities Sponsor. Any questions concerning eligibility for extra-curricular activities should be referred to the Principal.

An athlete who has violations during Jr. High (6-8 grade) will begin high school on the following probation:

- 1 Violation during Jr. High: They will begin high school with a clean slate and in the event of a violation will start with consequences for 1st Violation.
- 2 Violations during Jr. High (6-8 grade) will begin high school on the following probation: A violation in high school will result in Consequences for 2nd Violation
- 3 Violations during Jr. High (6-8 grade) will begin high school on the following probation: Begin high school under Consequences for 2nd Violation and any further violations will result in loss of all extra-curricular activities for the remainder of their high school career.

BOYS ATHLETICS

Sport	Coach
Baseball	Mr. Caravia
Baseball Assistant Coach.....	Mr. Wilkinson
Basketball, Varsity	Mr. Engelkens
Basketball, Fr/So	
Football, Varsity	Mr. Wroble
Football, Assistant Varsity	Mr. Grenoble
Football, Assistant, F/S	Mr. Caravia
Golf.....	COOP with Eastland
Track	Mr. Wroble
Track	Mrs. Haverland

GIRLS ATHLETICS

Sport	Coach
Basketball, Varsity.....	Mr. Dublo
Basketball, Fr/So	Mrs. Stepp
Golf.....	Coop with Eastland
Softball	Ms. Adolph
Softball, Assistant Varsity.....	Mr. Grenoble
Track	Mr. Wroble
Track	Mrs. Haverland
Volleyball, Varsity	Mr. Folk
Volleyball, F/S	Mrs. Stepp

ADDITIONAL EXTRACURRICULAR ACTIVITIES

CLUB OR ORGANIZATION

ADVISOR

Academic Bowl Advisor (Group 1)	
Freshman Class (Group 2)	Ms. Faber
Future Farmers of America (Group 2)	Mr. Parks
Jazz Band (Group 2)	Ms. Katschke
Jazz Choir (Group 2)	Mrs. Pauley
Junior Class (Group 2)	Mrs. Moe
National Honor Society (Group 2)	Mrs. Schopf
Senior Class (Group 2)	Mrs. Moe
Sophomore Class (Group 2)	Mrs. Jordan
Musical/Play (Group 1)	Mrs. Pauley
Spirit Squad (Group 1).....	Mrs. Nye
Student Council (Group 2)	Mrs. Blasing
Yearbook (Group 2)	Mrs. Schopf

MILITARY OPT OUT REQUEST

School districts are required to release student names, addresses, and phone numbers to military recruiters upon their request. As a student you have the right to request that your private information not be released to military recruiters and others. Military Opt Out forms are available in the office for this purpose.

STUDENT RECORDS

FEDERAL RIGHTS AND PRIVACY ACT

Students/Parents have the right to:

1. Inspect and copy any information contained in either the permanent or temporary record.
2. Challenge the contents of either record.
3. Receive copies of either record.
4. Students or parents who wish to view their permanent/temporary records must contact the principal or guidance counselor to make the necessary arrangements.

Parents and students are hereby notified that the district will maintain permanent student records for a minimum of 60 years and temporary records for a maximum of 5 years from the time a student graduates, transfers or permanently withdraws from the school district. Parents/students have the right to request copies of such records at any time prior to their destruction.

The following is public information unless the student/parent requests that it not be released:

1. Student's name and address, grade level, birth date, and birthplace.
2. Parents' names and addresses.
3. Record of school activities and athletics.
4. Student's major field of study.
5. Period of attendance.

EQUAL EDUCATIONAL OPPORTUNITIES

It is the policy of Chadwick-Milledgeville Community Unit School District #399 that equal opportunities in educational programs, extracurricular activities, employment practices and general services and benefits are offered without regard to sex, race, color, national origin, religion, handicap or age.

GRIEVANCE PROCEDURE

Student and parent complaints should be directed to the following people until the complaint is resolved:

The faculty or staff member directly involved.

The Principal

The Superintendent

The Board of Education

SCHOOL SONGS

Football

Fight on for Milledgeville;
We've got the team,
We've got the will.
Fight on for Milledgeville;
You know our team
Is never standing still.
Fight on for Milledgeville;
We've got to keep our honor high!
So let's go! go! go!
Across the field
And let's win this game tonight! Hey!
(repeat)

Basketball (Tune: "Illinois Loyalty")

We're loyal to you Milledgeville,
We're orange and black Milledgeville.
We'll back you to stand

Against the best in the land

For we know you will stand, Milledgeville.

So bring down the ball, Milledgeville.
We're backing you all, Milledgeville.
Our team is a fame protector,
On, boys, 'cause we expect a
Victory for you, Milledgeville!

Bring out the dear old flag of orange and black
Because our sons and daughters are fighting for you
Amid the old and giants,
Facing reliance, shouting defiance,
OSKEEWAHWAH!

Amid the broad green plains that nourished our land,
For honest labor and for learning we stand;
And unto thee we pledge our hearts and hands
For dear old high school Milledgeville!

SCHOOL COLORS

Orange and Black

SCHOOL NICKNAME

Missiles